

Use of Time Survey for School Counselors and School-Based Mental Health Providers



About the Survey

Senate Bill (SB) 102, passed during the 2022 Regular Session, amends KRS 158.4416(2) by requiring that “No later than **November 1, 2022**, and each subsequent year, the local school district superintendent shall report to the department the number of **school-based mental health service providers**, the position held, placement in the district, certification or licensure held, the source of funding for each position, a summary of the job duties and work undertaken by each school-based mental health service provider, and the approximate percent of time devoted to each duty over the course of the year.” KRS 158.4416(1)(b) defines school-based mental health services provider as “a licensed or certified school counselor, school psychologist, school social worker, or other qualified mental health professional as defined in KRS 202A.011.” Additionally, SB 102 (2022) requires the Kentucky Department of Education (KDE) to “annually compile and maintain a list of school-based mental health service providers by district,” (3)(f).

This requirement establishes that superintendents must annually report to the KDE no later than November 1 of each school year:

1. The number of school-based mental health service providers in a district;
2. The position held;
3. The placement of school-based mental health service providers in a district;
4. The certification or licensure held;
4. Source of funding for each position;
4. A summary of the job duties by each school-based mental health service providers; and
5. The percentage of time devoted to each duty over the course of the year.

Directions for Completion

Instructions for superintendents are provided within the following [Use of Time Template](#) in Google Sheets.

A [Frequently Asked Questions](#) document is also provided for district support.